

Hall of Records  
Commission

## REQUIREMENT FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

433

PAGE  
NO.

1

1. Requesting Agency

DEPARTMENT OF PUBLIC WELFARE (SINCE 1966)

2. Division or Bureau of Requesting Agency

Montrose School for Girls

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

1.

SUPERSEDES ITEM 4 OF SCHEDULE #119 (1/10/55).  
CASE FOLDERS

Size: Letter-size folders

Quantity: 5 volumes; 5 file drawers, active; 26 file drawers, inactive

Dates: 1868-1913, 5 vols.;  
1913..., file folders } (Missing cases: 408-624)

File Arrangement: Numerical by case number to 1942, then alphabetical by name

A Case Folder has been maintained for each girl committed or detained at Montrose School since 1913. Prior to that time, a volume record was prepared, 1868-1913, which contained little information other than the name of the girl, dates of commitment and release, name of committing court, and occasional reference to infractions of the rules. One volume of case records is missing: Cases #408-624, for the period 1887-1895.

Each Case Folder contains all or some of the following papers and forms:-

SDPW 423, Face Sheet - contains vital statistics, summary of court action, absences, after-care placement

Court records for commission or detention of delinquent (includes social worker's report)

Release - copy signed by committing court

Correspondence concerning inmate, which may involve State liability

SDPW 417 (3-page), Referral for After-Care Planning, made out to n  
notify the committing court when a girl is recommended for release

SDPW 420 - Progress Report to the Court

SDPW 421, Beginning Study Summary - contains complete personal history, history of previous delinquency, and delinquency resulting

(continued)

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

12-6-65

Date

Archivist

Dec. 13, 1965

Date

Secretary

HALL OF RECORDS COMMISSION  
APPROVED

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
(Continuation Sheet)

SCHEDULE  
NO. **433**  
PAGE  
NO. **2**

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Works.

Item  
No.

1 (cont.)

in court action, recommendations and judgments of the student guidance committee  
Psychological Exam - general observations, summary sheet for Wechsler Intelligence Scale for Children  
SDPW 422, Reports from Staff - submitted periodically by teachers, matrons, and recreation and work supervisors  
SDPW 433, Progress Report to Court on After-Care - family background, school or job history, child-agency relationship, summary of child's adjustment since return to community, and statement of plan for continued supervision  
SDPW 425, Consent for Medical Care - for committed individual only  
SDPW 427, Data on Child Committed to Training School - copy sent to SDPW six weeks after admission  
SDPW 434, Training School Educational Report - submitted thirty days before release  
SDPW 435, Request to Court for Social History  
SDPW 436, Follow-up Request for Social History  
SDPW 437, Referral for Special Planning for Child not Meeting Admission or Discharge Criteria  
Activity Sheets - summaries of interviews with inmate re plans after release  
Assignment Sheet - shows inmate's request for assignments  
Summary of Infractions Sheet - with notation of punishment  
Case workers' rough notes  
Correspondence - with committing court, with parents, and with parties interested in child's welfare  
Form letters to parents re visits home and permission to give medical care to inmate  
Requests by inmate for appointment with case worker  
Reports from Medical Unit - for beginning study, six-months' review, and terminal study  
Reports - longhand, from matrons and other parties to the Disciplinary Committee  
Adjustment Reports - from supervisors, teachers, etc., on various incidents  
Six-Weeks' Report - academic background, placement in work, and summary of personality  
Three-Months' Report  
Six-Months' Report - summary of child's behavior, and academic progress  
Personal property - slips and/or receipts  
Medical History and Treatment Records, Filed separately after 1952 as Item 9, Schedule #285 (4/8/57)

RECOMMENDATION: RETAIN IN INACTIVE FILE FOR FIVE YEARS AFTER RELEASE;  
TRANSFER TO THE STATE RECORD CENTER FOR MICROFILMING,  
AFTER WHICH THE MICROFILM WILL BE RETAINED PERMANENTLY AND THE ORIGINAL PAPERS DESTROYED.

APPROVED  
HALL OF RECORDS COMMISSION